

<b>Job Assignment</b>	<b>Senior Applications Analyst</b>
<b>Job Classification</b>	<b>Senior Information Systems Professional</b>
<b>Area</b>	<b>Solutions</b>

#### FUNCTION OF THE JOB

Under direction, to facilitate the implementation of computerized information systems, including systems integration, and/or application development, and to perform other duties as required.

#### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Conducts detailed analysis of user department's computing needs, requirements, and business practices, and makes appropriate recommendation regarding computerization and design of work flow.
2. Designs and develops software for web applications; applies modifications and upgrades to software, and implements the installation and conversion of application software.
3. Researches and analyzes software packages; evaluates feasibility of purchase in accordance with defined requirements and other criteria; and makes appropriate recommendations regarding purchase of software package.
4. Provides ongoing support and maintenance of applications by analyzing and resolving problems, and by developing software enhancements and modifications to existing systems and purchased software.
5. Provides assistance to system users in the use and operation of applications and purchased software; answers user questions; and guides users through procedures.
6. Coordinates and conducts training of users on a group or one-on-one basis, including the development of training materials.
7. Participates in and may lead project teams in the research and development of application requirements, including the development of project plans, estimates, and schedules.
8. Designs and develops database structures, and procedures for security, recovery, backup, and retention.
9. Prepares and maintains detailed records, reports, and application documentation.
10. May oversee the daily work of contracted staff; and may participate in the development and evaluation of requests for proposals and bid responses.
11. Establishes and maintains effective working relationships with co-workers, employees at all levels of the County, and vendors.
12. Performs other duties as required.

#### QUALIFICATIONS

##### Essential Knowledge and Abilities

1. Considerable knowledge of management information systems principles, practices, and technologies.
2. Considerable knowledge of web development principles, practices, languages, and technologies.
3. Considerable knowledge of software application development principles, practices, languages, and technologies.
4. Considerable knowledge of the use of relational databases in applications.
5. Considerable knowledge of the business practices of assigned areas.

## QUALIFICATIONS

### Essential Knowledge and Abilities, Continued

6. Considerable knowledge of project management principles and practices.
7. Ability to analyze complex information; evaluate alternatives; make appropriate recommendations; and implement solutions.
8. Ability to design and develop software for computerized information systems.
9. Ability to organize and prioritize multiple work assignments.
10. Ability to maintain accurate and detailed records, and prepare and present written and oral reports and recommendations.
11. Ability to establish and maintain effective working relationships
12. Ability to communicate effectively, both orally and in writing.

### Training and Experience

1. High school graduation or GED equivalent.
2. Four (4) years of progressively responsible work experience in applications development.

OR

3. Post high school education from a recognized technical school, college or university in computer science, management information systems or a related area may be submitted for part of the work experience requirement as follows:
  - A. Associate's Degree and three (3) years of work experience.
  - B. Bachelor's Degree and two (2) years of experience.
  - C. Master's Degree and one (1) year of experience.